Vermont Independent Student Census
Fall Update
School Year 2009-2010

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Reporting Instructions

Due: October 30, 2009

VERMONT
DEPARTMENT OF EDUCATION

IT: Data Management & Analysis
(802) 828-3777

Vermont Department of Education

Independent Student Census Fall Update
Data Reporting Instructions

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Data Reporting Instructions for Independent Schools

What is the collection?

1. The Fall Update of the Student Census replaces previous October 1 student census and other enrollment collections. In this collection, we ask you to submit information for each of your students. This information satisfies your statutory requirement to submit student names, your requirement to submit student information on publicly-funded students, and the requirement to submit aggregate enrollment data if your school participates in federal title programs. The goal is to ask for student data in a particular format and use that data to meet all of the department's needs rather than requesting the same data from schools in many different formats.

2. In addition to student data, we are requesting information about your school including addresses, phone numbers, and contact names. This information allows the DOE to maintain a current independent school directory that can be reported to the National Center of Education Statistics (NCES) and to create an updated list of certain school personnel.

3. You have options for electronic reporting. This collection package includes data collection materials in the format you previously requested. Please contact the helpdesk at (802) 828-3777 if you have any questions about how to report your data.

Completing the Student Census

The student census is a list of students with a specific set of information about each student. This data collection allows the DOE to satisfy many state and federal reporting requirements. These requirements include enrollment reports and allocation of state and federal funds based on student counts. In addition, we use the student census to create labels for the annual distribution of the student assessments.

We have preloaded the collection application with information about your students using the data you submitted last year. We are asking you to verify the information for each student listed and update or revise the information where necessary. Please add students who are enrolled in your school and are not in the list.

Who belongs on Your Student Census?

Students to include in your census
- Any student enrolled in your school on October 1, 2009.
- Students attending an alternative program operated by your school
- Students who are enrolled in your school (on your register) and receiving tutoring by school staff at home or in the hospital
- Students who are enrolled in your school and involved in an approved educational experience outside of your school (e.g., a page for the legislature)

Who does not belong on Your Student Census?

Students to exclude from your census
- Students who are not enrolled in your school on October 1, 2009.
- Students who are officially enrolled in a different school but receiving some services from your school (i.e., a student enrolled in a local middle school but taking high school math at your school)

Confidentiality Issues to Consider

The student census contains confidential information about students. Accordingly, the VT Department of Education adheres to the Family Educational Rights and Privacy Act (FERPA) - 34 C.F.R. Section 99.31. FERPA allows for the collection of data required to do the work of state and educational agencies. The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records. Schools and districts also have a responsibility to protect the confidentiality of student records. Please be sure that proper policies and procedures are in place, and followed, to successfully complete this update.

Please do not email identifiable student information to the DOE.

Completing the School/Organizational Profile

Mailing and Physical Addresses
a. Purpose:
- NCES requests this information about independent schools. In addition, we use this information to create mailing lists for the department.
b. Instructions:
- The mailing and physical address of your school will be pre-filled with the information in the current DOE database. Please verify or update your school's mailing and physical address.

Director/Principal Information
a. Purpose: The DOE is asking for this staff information to develop up-to-date directories and mailing lists.
b. Instruction:
- Enter the name and title of principal, director, or headmaster.
- Enter Email address only if the address can be used for official communication. Please do not send personal Email addresses.
- If mailing and/or physical address is the same as the school click the checkbox to have those fields automatically filled. Otherwise, please enter the appropriate address.

Updating/Adding Student Records

Information Requested for All Students

Student Identification
    a. Purpose: Identifying information, including names, date of birth, gender and grade for students allows us to discriminate between students with similar names.
    b. Instruction
- Verify pre-filled records or enter the names, birth date, gender, and grade of all students. Name fields will not accept commas or apostrophes.

Enrollment Information
    a. Purpose: We pre-fill the application with student names submitted to the DOE last year. The enrollment information allows us to identify which students are still in your school and where they are currently enrolled if they have transferred from your school.
    b. Instruction
- Enrolled: Please select "Y" if a student was enrolled in your school on October 1, 2009. If a student was not in your school or has never been enrolled in your school select "N". If a student was receiving services at your school, but enrolled elsewhere select "S"
- New Place of Enrollment: If a student has transferred from your school please indicate where they are currently enrolled if known. This information is optional.

Source of Funding
    a. Purpose: We ask you to report more information for publicly funded students. We use the Source of Funding field to identify these students. In addition, publicly funded students must be assessed. Schools will receive assessment materials for students attending independent schools using public funds.
    b. Instruction:
- Verify or update the Source of Funding for each student. Please select "VT School District" when a student's educational expenses (i.e., tuition) are paid by a Vermont school district. Otherwise, select "Other". Other includes students attending your school at their parent's expense, through a scholarship, or by any means other than public funds.
  Source Of Funding Options
  - ➤ VT School District
  - ➤ Other

Student Addresses
    a. Purpose: Vermont Statute requires student addresses.
    b. Instruction
- Verify pre-filled records or enter the street address, city, state, and zip code. We have provided a second address line for students with more than one address. The second address is optional.

Additional Information Requested for Publicly Funded Students and for All Students Attending a School Participating in Federal Title Programs

Race
  a. Purpose: The DOE is required to submit enrollment, dropout, graduation, and other data by racial/ethnic categories. In addition, we use the racial category in the student assessment and accountability system.
  b. Instruction
  - Select "Y" as many racial categories as applies to the student. For the first time this year, you may select more than one racial category.
    Race Options
    ➢ **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.
    ➢ **Asian:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.
    ➢ **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as Haitian, or "Negro", can be used in addition to "Black or African American".
    ➢ **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
    ➢ **White:** Indication of a person having origins in any of the peoples of Europe, North Africa, or the Middle East.

Ethnicity
  a. Purpose: The DOE is required to submit enrollment, dropout, graduation, and other data by racial/ethnic categories. In addition, we use the racial category in the student assessment and accountability system.
  b. Instruction
  - Select "Y" if the student is Hispanic. A student is considered Hispanic if there is an indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Socioeconomic Status
  School Lunch/Milk Eligibility
  a. Purpose: School lunch/milk eligibility is the basis for calculating poverty levels for schools. This information is used for NCLBA accountability.
  b. Instruction:
  - If student is eligible for free or reduced price breakfast, lunch, or milk programs please select the appropriate choice. The default value for this field is "not eligible".

School Lunch/Milk Eligibility Options
➢ Free breakfast, lunch, or milk
➢ Reduced-price breakfast or lunch
➢ School wide Eligibility
➢ School does not participate in NSLP
➢ Declined (student was targeted for Direct Certification and declined)
➢ Not Eligible

Service Status

Section 504
a. Purpose: To identify students receiving 504 services.
b. Instruction:
- Select "Y" if the student is qualified for and receiving services and/or accommodations under a 504 plan of the Rehabilitation Act of 1973. Select "N" if the student is not qualified for these services. If you have any questions about whether a student qualifies contact your school's 504 coordinator.

EST Student
a. Purpose: To identify students receiving Educational Support Services.
b. Instruction:
- Select "Y" if the student receives services discussed and planned at an educational support team meeting, for which written documentation is maintained, whether or not there is a written plan. Select "N" if the student is not receiving these services.

Enter Contact Information

Enter the name of the person at your school/program that the IT Team can contact with questions concerning your data submission.

How to Submit Data

The Student Census is due no later than October 30, 2009.

If you are submitting data electronically, please follow the instructions in the software manual for creating a floppy to send to the DOE. Mail the floppy disk and contact list to the address below. If you are submitting your data on paper please send the forms to the address below.

Vermont Department of Education
IT Team: Data Management & Analysis
120 State Street
Montpelier, VT 05620-2501

(802) 828-3777

Appendix A: Relevant Vermont Statutes

16 V.S.A. § 166. Approved and recognized independent schools

(4) Each approved independent school shall provide to the commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the approved independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials as provided in section 1126 of this title.

(5) The state board may revoke or suspend the approval of an approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the board's rules for approved independent schools, or for failure to report under subdivision (b)(4) of this section. Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in an approved public school, approved or recognized independent school or approved home instruction program.

(6) Each recognized independent school shall provide to the commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the recognized independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials designated in section 1126 of this title.

Appendix B: Instructions and Definitions

Data Element	Instructions/Definitions	Format	Watch out for these Common Mistake(s)
General information			
Last Name	Student's last name as the name currently exists in your school's system	*No character limit*	Transposing first & last names
First Name	A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Student's first name as the name currently exists in your school's system.	*No character limit*	Transposing first & last names.
Middle Name/Initial	A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Student's middle name or initial	*No character limit*	
Post Name	An appendage, if any, used to denote an individual's generation in family if applicable, JR, SR, III, etc.	*4 character limit*	
Date of Birth	Date of Birth is important so the DOE can check or match student information during the verification process.	*MM/DD/YYYY format* Example; 07/01/1999	Transposing numbers
Gender	A student's gender.	*1 character code* • F = Female • M = Male	
Grade	The current reported grade level or primary instruction level at which a student is receiving services in a school or an educational institution. The grade level as of October 1, 2009.	*Drop Down List* • IT=Family Infant Toddler Program • EE = Essential Early Ed • PK = PreKindergarten • KP - Kindergarten - Part Time • KF = Kindergarten - Full Time • 01-12 = 1st - 12th grade • AW = Adult Without Diploma • PD =Post Graduate/ Adult With Diploma	
Enrollment Information			
Enrolled	Indication of whether the student was enrolled in this school on October 1, 2009.	*1 character code* • Y = Student was enrolled in this school on October 1, 2009 • N = Student was NOT enrolled in this school on October 1, 2009 • S = Receiving services at the school on Oct 1, 2009, but enrolled elsewhere	
New Place of Enrollment	Optional. Enter the organization an exiting student is attending if known.	*Drop Down List*	
Source of Funding	The person, group, or organizational entity paying for a student's educational expenditures.	*Drop Down List* • VT School District • Other	

Data Element	Instructions/Definitions	Format	Watch out for these Common Mistake(s)
spanning	**Information Required for Publicly Funded Students or All Students Attending a School Participating in Federal Title Programs**		
Race	American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition. Asian: A person having the origins or nay of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Black or African American: A person having origins in any of the black racial groups of Africa. Native Hawaiian or Other Pacific Islander: A person having the origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. White: A person having origins in any of the original peoples of Europe, North Africa, or Middle East.	*Check boxes, 1 character code each* *Select all that apply.* • American Indian/Alaskan Native • Asian • African-American • Native Hawaiian or Pacific Islander • White	
Ethnicity	Hispanic or Latino: An indication that the individual traces his or her origin or descent of Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	*1 character code* • Y = Student is of Hispanic or Latino origin • N = Student in NOT of Hispanic or Latino origin	
School Lunch/ Milk Eligible	An indication of a student's eligibility for free and reduced price breakfast, lunch, and milk programs.	*Drop Down List* • Free breakfast, lunch or milk • Reduced-price breakfast or lunch • School wide Eligibility • School does not participate in NSLP • Declined • Noneligible	
Section 504	Any student who is qualified for and receiving service and/or accommodations under an S504 plan or the Rehabilitation Act of 1973.	*1 character code* • Y = Yes • N = No	
EST/ 230/157	Any student who is receiving services which were discussed and planned at an educational support team meeting, for which written documentation is maintained, whether or not there is a written plan.	*1 character code* • Y = Yes • N = No	